

# Letter of Availability for Church Position

Date: [Insert Date]

[Church Name]

[Church Address]

[City, State, ZIP Code]

Dear [Pastor's Name or Hiring Committee],

I am writing to express my availability for the [specific position name] at [Church Name]. I am eager to contribute my skills and passion for ministry to your congregation.

My background includes [briefly outline relevant experience or qualifications]. I am available to discuss this opportunity further and can be reached via [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of serving at [Church Name].

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]